

**Frederick Community Action Agency
Board of Directors Meeting
Wednesday, March 20, 2019
Frederick Community Action Agency
100 South Market Street, Frederick, Maryland**

Board Members Present:

Dr. Robert Mannis; Leslie Slaby; Diane Fink; Ingrid Palmquist; Mayor Michael O'Connor; Alderman Ben MacShane; Seaven Gordon; Louise Lynch; Chris Bickle; Charles Green; Gayon Sampson for Mayor Michael O'Connor

Excused:

Delegate Karen Lewis Young and Senator Ron Young

Staff Present:

Mike Spurrier, Director; Michele Ott, Supervisor; Brad Petersen, Assistant Director; Sarah McAleavy, Supervisor; Janet Jones, Assistant Director; Stacey White, Manager; Chris Bard, Supervisor; Greg Dixon, Manager; Michelle Petersen, Case Manager; Stephanie Cirko, Case Manager

Call to Order:

Meeting called to order at 12:10p.m. with Dr. Robert Mannis presiding. Introductions followed.

Approval of Minutes:

Minutes from November 14, 2018 meeting were reviewed and approved by unanimous vote.

BOARD MEMBER	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Dr. Robert Mannis			X			
Tim Reardon						X
Leslie Slaby			X			
Diane Fink			X			
Ingrid Palmquist			X			
Senator Ron Young						X
Delegate Karen Lewis Young						X
Council Member MC Keegan-Ayer						X
Mayor Michael O'Connor			X			
Alderman Ben MacShane			X			
Seaven Gordon	X					
Louise Lynch		X				
Guy Djoken						X
Chris Bickle			X			
Charles Green			X			

Fiscal Report – Michele Ott, Supervisor:

Michele Ott presented on the budget on FCAA departments 6111 (FCAA), 5121 (Rental Program), and 5131 (MPDU). Michele noted the City is approximately two thirds of the way through the FY19 fiscal year and expenses are on track. Report approved by unanimous consent.

BOARD MEMBER	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Dr. Robert Mannis			X			
Tim Reardon						X
Leslie Slaby			X			
Diane Fink		X				
Ingrid Palmquist			X			
Senator Ron Young						X
Delegate Karen Lewis Young						X
Council Member MC Keegan-Ayer						X
Mayor Michael O'Connor			X			
Alderman Ben MacShane			X			
Seaven Gordon			X			
Louise Lynch			X			
Guy Djoken						X
Chris Bickle	X					
Charles Green			X			

Program Presentation - Housing, Weatherization, and Energy Programs – Brad Petersen, Assistant Director; Stacey White, Manager; and Greg Dixon, Manager:

Brad, Stacey, and Greg gave a PowerPoint presentation on the following FCAA programs: Housing First, Housing Counseling, Weatherization, and Office of Home Energy Programs.

Director's Report:

Mike noted the following items:

- The FCAA has picked up administering the Child and Adult Care Food Program (CACFP) from DSS. Sarah McAleavy has moved into the position of Supervisor of CACFP. Chris Bard has been promoted to Sarah's previous position of Supervisor of Food & Nutrition Programs.
- FCAA's FY20 budget presentation to the Mayor and Board of Alderman is scheduled for April 10th at 7pm. Mike invites the Board members to attend and support the FCAA.
- There have been some complaints from neighbors about people hanging out at Carroll Creek.

Other Business and Announcements:

None presented.

Adjournment

The meeting was adjourned at 2:19 p.m.

Respectfully submitted,
Brad Petersen